



Creative Businesses Project



USAID Creative Businesses Project invites applications for the position of:

Project Manager

About the project

USAID Creative Businesses Project is a three year project with an aim to foster the development of Creative Industries Sector, through creating opportunities for employment and increased income for creative micro & small enterprises.

The project is implemented by MATA- Macedonian Artisan Trade Association.

MATA is committed to achieving diversity in terms of gender, nationality and culture.

The female candidates are particularly encouraged to apply. More about the project on www.matacraft.org.mk

Duties and responsibilities of the Project Manager:

- To plan, organize, coordinate and manage project resources and activities in order to achieve the successful completion of the project goals,
- Prepare financial reports and ensure the proper implementation of local accounting rules and simultaneously supervise that all financial transactions comply with the rules and procedures of USAID.

Qualification requirements:

- Experience in managing international projects and work with international organizations and development agencies.
- University degree.
- Relevant experience in the craft sector and creative industries sector, especially applied, fashion and graphic design.

Other requirements:

- English language proficiency (written and spoken)
- Knowledge of MS Office Suite (Word, Excel, PPT),
- Citizen of Republic of Macedonia
- 3 relevant recommendations.

How to apply?

Please send your resume along with a motivation letter to the following email address:

zorana.t@matacraft.org.mk, and cc: vstevkovska@usaid.gov. Or hard copy to the following address: Cedomir Kantardziev 3, 1000 Skopje

Only short listed candidates will be contacted for the interview. Deadline for application is **16.04.2012**

Проектот на УСАИД за Креативни бизниси објавува конкурс работно место **Проектен менаџер**.
Мотивационото писмо со вашата биографија испратете ги на горе наведените е-маил адреси.